



CITY OF GRESHAM, OREGON
RENTAL HOUSING INSPECTION DIVISION



Property Maintenance Notice – Inspection Checklist

The City of Gresham Rental Housing Inspection Program is responsible for ensuring that all residential rental properties in the City of Gresham are maintained to minimum standards of fire, health, and life safety.

A Rental Housing Inspector visited this property and/or residential rental unit and inspected the premises in accordance to the checklist below. Items that have been determined to fall below the minimum property maintenance code requirements are checked below. This notice will also be sent out via first class mail.

1st Inspection		2nd Inspection		3rd Inspection	
Violations		Violations		Violations	
Y	N	Y	N	Y	N

Property Address:

GENERAL

General Interior

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Excessive accumulation of rubbish or garbage (<i>IPMC 307</i>)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Presence of insect and/or rodent infestation (<i>IPMC 308.1</i>)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Surfaces not being maintained in clean, sanitary manner (<i>IPMC 305.3</i>)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:

1st Insp. - Comments:

2nd Insp. - Comments:

3rd Insp. - Comments:

Interior Dampness/Mold/Moisture *Permit Required (*IPMC 102.3*): ☐

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Visible mold present (<i>IPMC 305.3.1 as amended by GRC 10.30.035</i>)
						Contamination area:
						1 st Insp.:
						2 nd Insp.:
						3 rd Insp.:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Visible water damage (<i>IPMC 305.3.1 as amended by GRC 10.30.035</i>)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Interior dampness (<i>IPMC 305.3.1 as amended by GRC 10.30.035</i>)
						<input type="checkbox"/> Moisture meter exceeding 1% (Sheetrock/Gypsum Board)
						<input type="checkbox"/> Moisture meter exceeding 17% (Wood)
						<input type="checkbox"/> Relative humidity > 50%

1st Insp.- Outside: % Liv. Room: % Bath: % Kitchen: % Master Bdrm: %

2nd Insp.- Outside: % Liv. Room: % Bath: % Kitchen: % Master Bdrm: %

3rd Insp.- Outside: % Liv. Room: % Bath: % Kitchen: % Master Bdrm: %

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:
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1st Insp. - Comments:

2nd Insp. - Comments:

3rd Insp. - Comments:



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Appliances (Stove, Refrigerator, etc.)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Inoperable / Missing (*IPMC 603.1*)
Not in safe working condition (*IPMC 603.1*)
Other:

1st Insp. - Comments:
2nd Insp. - Comments:
3rd Insp. - Comments:

FIRE/LIFE/SAFETY

Smoke Detectors

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Not operational (*IPMC 704.1 as amended by GRC 10.30.035*)
Improper number (*IPMC 704.2 as amended by GRC 10.30.035*)
Improper location (*IPMC 704.2 as amended by GRC 10.30.035*)
Battery taken out (*IPMC 704.1 as amended by GRC 10.30.035*)
Other:

1st Insp. - Comments:
2nd Insp. - Comments:
3rd Insp. - Comments:

Emergency Exits (Egress)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Unsafe, non-continuous and/or obstructed path to the public way
(*IPMC 702.1 as amended by GRC 10.30.035*)
Bars/Grilles on windows that cannot be released from inside
(*IPMC 702.4*)
Improper installation of Bars/Grilles on emergency egress (*IPMC 702.4*)
Other:

1st Insp. - Comments:
2nd Insp. - Comments:
3rd Insp. - Comments:

STRUCTURAL

Interior Stairs

***Permit Required (*IPMC 102.3*):** ☐

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

In disrepair (*IPMC 305.4*)
Not capable of supporting normally imposed loads (*IPMC 305.4*)
Other:

1st Insp. - Comments:
2nd Insp. - Comments:
3rd Insp. - Comments:

Interior Handrails/Guardrails

***Permit Required (*IPMC 102.3*):** ☐

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

In disrepair / Not firmly fastened (*IPMC 304.12*)
Not capable of supporting normally imposed loads (*IPMC 305.5*)
Handrail measured height < 30" or > 42" (*IPMC 306.1*)
Guardrail measured height < 30" (*IPMC 306.1*)
Other:

1st Insp. - Comments:
2nd Insp. - Comments:
3rd Insp. - Comments:



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Front/Back Doors

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not operational / In need of repair (<i>IPMC 304.15</i>)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No deadbolt lock installed / Lock installed improperly (<i>IPMC 304.15, IPMC 304.18.1 & IPMC 702.3 as amended by GRC 10.30.035</i>)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Double-keyed deadbolt / Improper lock present (<i>IPMC 304.18.1</i>)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:

1st Insp. - Comments:

2nd Insp. - Comments:

3rd Insp. - Comments:

Windows

***Permit Required (*IPMC 102.3*):** ☐

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not operational / In need of repair (<i>IPMC 304.13</i>)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Improper egress height (<i>IPMC 304.13.3 as amended by GRC 10.30.035</i>)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Improper size (<i>IPMC 304.13.4 as amended by GRC 10.30.035</i>)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not easily openable and/or not capable of being held open in position (<i>IPMC 304.13.2 & IPMC 304.13.5 as amended by GRC 10.30.035</i>)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Inoperable/missing window sash locking device (<i>IPMC 304.18.2</i>)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cracked, broken or missing panes (<i>IPMC 304.13.1 as amended by GRC 10.30.035</i>)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:

1st Insp. - Comments:

2nd Insp. - Comments:

3rd Insp. - Comments:

MECHANICAL

Heating / Ventilation Systems

***Permit Required (*IPMC 102.3*):** ☐

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Heat source inadequate of maintaining year round temperature of 68° (<i>IPMC 602.2 as amended by GRC 10.30.035</i>)
1st Insp.- Outside: ° Liv. Room: ° Bath: ° Kitchen: ° Master Bdrm: °						
2nd Insp.- Outside: ° Liv. Room: ° Bath: ° Kitchen: ° Master Bdrm: °						
3rd Insp.- Outside: ° Liv. Room: ° Bath: ° Kitchen: ° Master Bdrm: °						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Illegal heat source (<i>IPMC 602.2 as amended by GRC 10.30.035</i>)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Inadequate ventilation for bathroom (<i>IPMC 403.2</i>)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exhaust fans not vented to outside of building: Bath (<i>IPMC 403.2</i>)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exhaust fans not vented to outside of building: Kitchen (<i>IPMC 403.4</i>)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:

1st Insp. - Comments:

2nd Insp. - Comments:

3rd Insp. - Comments:



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PLUMBING

Plumbing Systems

***Permit Required (IPMC 102.3):** ☐

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hot water heater inoperable or improperly installed (<i>IPMC 505.4</i>)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Water heater incapable of delivering at 110° F (<i>IPMC 505.4</i>)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Required plumbing fixture(s) missing (<i>IPMC 502.1</i>)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Missing/Inoperable temperature pressure relief valve (<i>IPMC 505.4</i>)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Missing/Improperly installed water heater discharge pipe (<i>IPMC 505.4</i>)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	System obstructions, leaks and/or defects (<i>IPMC 504.1 & IPMC 506.2</i>)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Required fixture(s) not in good working condition (<i>IPMC 504.1</i>)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plumbing system presents hazard(s) to occupants (<i>IPMC 504.3</i>)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:

1st Insp. - Comments:

2nd Insp. - Comments:

3rd Insp. - Comments:

ELECTRICAL

Electrical Systems

***Permit Required (IPMC 102.3):** ☐

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exposed wiring present (<i>IPMC 604.3</i>)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Overloaded circuit(s) (<i>IPMC 604.3</i>)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cover plate(s) damaged or missing (<i>IPMC 604.3</i>)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Receptacle(s) damaged and warrant replacement (<i>IPMC 604.3</i>)
						<i>Note: Must be replaced with GFCI if required (IPMC 605.2)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Light fixture(s) inoperable, missing or damaged (<i>IPMC 604.3</i>)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:

1st Insp. - Comments:

2nd Insp. - Comments:

3rd Insp. - Comments:

**One or more building permits may be required for this work. Please contact the City of Gresham Building Division at 503-618-2845 to verify permit requirements. Please note that all required permit inspections must be completed and approved before the relevant violation(s) can be considered resolved.*

Rental Housing Inspector:

Email: